

These minutes have not yet been approved.

**Town of Essex
29 West Avenue
Essex, CT – Meeting Room A**

**Board of Finance
September 15, 2016**

MINUTES

In attendance: Keith Crehan, Chairman, Mary-Louise Polo, Vincent Pacileo III, and Don Mesite. Absent: Campbell Hudson, Vice Chairman and Jeffrey Woods

Others in attendance: Norman Needleman, First Selectman
Kelly Sterner, Finance Director
James Francis, Treasurer
Yvonne Roziak, Recording Secretary (Absent)

Meeting was called to order at 7:06 p.m. by Keith Crehan.

APPROVAL OF AGENDA:

Motion made by Vin Pacileo to approve the agenda, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

APPROVAL OF MINUTES:

Vin Pacileo asked for a correction under Selectmen’s Report in the FYE Appropriations/Supplemental Appropriations Chart third item down under Purpose should read: “Provide funding for proposed employee (delete – retirement) incentive.

Mary-Louise Polo moved to accept and approve the minutes as amended (see above) of the Regular Meeting on August 26, 2016, seconded by Vin Pacileo. Abstained: Don Mesite. Passed. Motion carried.

FINANCIAL REPORT:

Revenues:

Current property tax collections for August totaled \$2,024,237 which brings the YTD total to \$12,055,480 or 54.23% of the fiscal year total. This compares to August YTD collections of the prior year of 53.44%. Total tax revenue collections were 54.03% of budget which is ahead of YTD collection of 53.37% the prior year. Revenue from State sources of \$185.3K consisted primarily of half our annual Town Aid Road grant and 100% of the budgeted Municipal Revenue Sharing grant. Local revenues totaled only \$13.6K for the month consisted primarily of Building permits. Total revenues collected came in at 52.15% of budget versus 50.94% the prior year.

Expenditures:

Expenditures for the month of August totaled \$1,653,117 bringing total YTD spending as of August month end to \$4,597,074 or 19.36% of budget. Selectmen's budget expenditures totaled 24.46% of budget compared to 23.6% at August 2015 month end. This slightly higher level of spending can be attributed to a return to full staffing in the Police Department and a higher debt service payment. No out of the ordinary spending patterns have appeared. We have not yet completed our fiscal year end encumbrance/accrual reconciliation with R4. Once complete, we will experience an offset to the current year expenditures and education spending will be back in line with historic levels.

Motion made by Don Mesite to accept the Financial Report, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

Kelly distributed an update to the Fund Balance Review at FYE 2016 that was previously discussed at the last Board of Finance meeting on August 25, 2016 (see attached). Discussion ensued with regards to the timing of the supplemental adjustments and the impact.

Don Mesite made a motion to approve 2015/2016 budget year FYE transfers as recommended on the provided list (see attached), amounting to a total of \$38,352.35, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

Don Mesite made a motion to approve and recommend to Town meeting supplemental appropriations in the amount of \$29,629.00 for the Resident Trooper budget and \$65,026.00 for the Highway Department budget for the 2015/2016 budget year, seconded by Mary-Louise Polo. Passed unanimously. Motion carried.

Susan Malan received three different quotes for the printing of the Essex Annual Report. They were Essex Printing, Pages and Lighthouse quotes were reviewed and discussed.

Vin Pacileo made a motion to go with Essex Printing as the Essex Annual Report printer (with exceptions), seconded by Don Mesite. Passed unanimously. Motion carried.

SELECTMEN'S REPORT:

Norman brought up the current projects going on, stairwells in Town Hall were recently done and complete. Land Use offices are coming along and are almost complete. Finishing up the Safe Routes to School project and the Ivory Street Bridge project has begun. We are having an automated permitting software group by the name of Muncicity come in and do a demo for us. This appears to be what other towns are using in conjunction with the proposed electronic document management system. We had looked at View Permit however, several towns are moving to Muncicity as a better option. It will integrate with the proposed electronic document management system which will be the backbone that ties together all of our other software in the Town. A grant will pay for the conversion and set up.

OLD BUSINESS: None

NEW BUSINESS: None

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COMMUNICATION AND CORRESPONDENCE: None

PUBLIC COMMENT: None

ADJOURNMENT:

*Motion made by Vin Pacileo to adjourn the meeting at 7:50 p.m., seconded by Don Mesite.
Passed unanimously. Motion carried.*

Respectfully submitted,

Yvonne M. Roziak